

**2016-2017 Handbook Information provided  
by the district for the Premier Agenda  
Planners**



**VISION, MISSION, and BELIEFS**

**Mission (What We Do)**

As Champions for Children, in partnership with our community, Lexington School District Two will provide superior educational opportunities that enable all students to achieve success.

**Vision (Where We Want to Be)**

Lexington Two will be nationally recognized as “Champions for Children” in preparing students for college and career readiness.

**We Believe... (What Guides Us)**

- All staff must be highly qualified, caring and dedicated members of a professional learning community.
- The successful development of students is a collaborative effort of parents, schools, businesses, and the community.
- All members of the school community must be invested in the school-wide culture and each and every student's success.
- Goals must be explicit and expressed publicly to all stakeholders.
- Literacy is the foundation of success in all content areas.
- Research-based instructional strategies must be implemented, monitored, and refined.
- Differentiated instruction is fundamental to meet the needs of ALL students.
- Formative and summative assessments are vehicles to advance student academic achievement, verify attained learning, reinforce effort, and provide recognition.
- The learning environment must inspire creativity, inquiry, innovation, and critical thinking.
- Students should be empowered to take ownership of their choices.
- The culture and diversity of every individual must be honored.

- The learning environment must be based on a structured data analysis process where individualized student learning opportunities are maximized.
- A guaranteed and viable curriculum is the core of the educational process.

**ENROLLMENT FEES**

Lexington School District Two charges the following enrollment fees per student each year.

- \$50 High School
- \$25 Middle School
- \$15 Elementary School

**ATTENDANCE**

**The board believes that attendance is a key factor in student achievement. Any student who misses school must provide a written excuse signed by his/her parent within 10 school days after the student has returned to school. If a student fails to bring a valid excuse, he/she will automatically receive an unexcused absence.**

The principal of each school will approve or disapprove any student's absences in excess of three (3) days for a 45 day course, five (5) days for a 90 day course, or ten (10) days for a 180 day course.

Lawful absences are those necessitated by:

- Illness of a student that may endanger his/her health or the health of others.
- Extended illness of a student that is verified in writing by a licensed medical practitioner.
- Appointment with a physician, dentist, or other recognized licensed/certified medical practitioner.
- Serious illness or death in the student's immediate family.
- Appearance in court or an appointment with a legal officer.
- Participation in school-related activities with prior approval by the principal.
- Participation in a recognized holiday of the student's faith.
- Extenuating circumstances when approved by the principal.

The district will consider students unlawfully absent under the following circumstances:

- They are willfully absent from school without the knowledge of a parent or legal guardian.
- They are absent without acceptable cause with the knowledge of a parent or legal guardian.
- The student is suspended from school. Suspension days, which are counted as unexcused absences, will be so counted for purposes of determining credit only. Suspension days will not be counted as unlawful absences for purpose of the state compulsory attendance law.

Any student who misses school must present a written excuse, signed by the parent. According to state law, a child is considered truant if they have 3 consecutive unlawful absences or a total of 5 unlawful absences. Once a student becomes truant, the district is required to develop a written intervention plan with the parent/guardian.

### **BUS TRANSPORTATION**

Certain laws and regulations govern the operation of school buses. Transportation by school buses will be provided for those students living one and one-half miles or more from the school according to S.C. Department of Education guidelines.

The District Transportation Supervisor is in charge of bus routes, drivers, and school bus regulations and may be contacted at 755-7453.

### **DISCIPLINE POLICY**

Lexington District Two has district-wide elementary/middle and high school discipline policies that are mandated. The purpose of these policies is to ensure that all students receive fair and consistent discipline when schools rules and/or state laws are violated.

Copies of this policy or a summary thereof will be transmitted at the beginning of school to parents/guardians. This policy lists a schedule of offenses (Categories I through IV), who handles them (teacher, administrator, law enforcement) and the codes for actions required to be taken (detention, suspension, expulsion).

The board believes that school safety is of paramount importance. Therefore, the board supports a **ZERO TOLERANCE** discipline approach aimed at creating schools that are free from the problems of *dangerous* weapons, and drugs or alcohol. **ZERO TOLERANCE** specifically carries an immediate recommendation of expulsion for any student who **KNOWINGLY** and **WILLINGLY** possesses or transfers weapons, and drugs or alcohol at school or

any school-sponsored event. The terms “knowingly and willingly” shall NOT apply to students who immediately **SELF-REPORT** a violation to a school official and the automatic recommendation for expulsion **MAY** not apply. The self-reporting exception applies when a student immediately reports the possession of a contraband item to a school official upon discovery. The self-reporting exception **DOES NOT** apply when evidence indicates that the student knowingly and willingly possessed illegal contraband which they failed to self-report prior to school officials becoming aware of the incident.

### **STUDENT PERSONAL ITEMS**

Schools are not responsible for any personal items/valuables/cell phones/electronic devices/money brought to school.

### **DRESS CODE**

Purpose: To establish the basic structure to provide an educational atmosphere conducive to learning. With this responsibility in mind, the board adopts this dress code, which meets the following criteria:

- Adheres to applicable legal standards
- Is applicable for all schools
- Promotes a wholesome educational atmosphere conducive to learning.

The basic responsibility for the appearance of the students of Lexington School District Two rests with the parents and the students themselves.

Parents have the obligation and, within certain prescribed bounds, the right to determine their children’s dress; however, the following guidelines must be followed.

- Attire must not be destructive to school property (For example: soccer, football or baseball cleats, golf shoes, etc. must not be worn in the building);
- Dress must comply with the health and safety codes of the state of South Carolina;
- Dress must not interfere with the educational process or the rights of others;
- Shower shoes, flip flops that have a flexible sole, and bedroom shoes are prohibited from wearing at school. For health and safety purposes, any open toe shoe may be deemed unsafe for a student to wear if participating in certain activities such as recess, physical education, vocational classes, assemblies, pep rallies, outside events and other such school related activities deem by the administration.
- Headwear or hair rollers are prohibited in the building;
- Sunglasses are prohibited in the building unless they are prescribed;

- Any garment that exposes bare midriffs at any time, see-through garments, clinging and revealing material, white undergarment type t-shirts, bare backs, halter tops, low-cut blouses, and tank tops are prohibited;
- Obscene, profane language, provocative pictures, advertisement of drugs or alcohol, or racial messages or slurs on clothing or jewelry are prohibited;
- Shorts, miniskirts, and culotte-type clothing are allowed with the following restrictions:
  - Said garments must be no shorter than “fingertips” in length when worn within the waistline area and must be no higher than mid-thigh when seated; and
  - May not be made of clinging material such as, but not limited to, biker shorts and pants, surfer pants form fitting knit material, and any type of sleep/night clothing including pajamas or night gowns;
- Pants must be worn within the waistline area at all times (**no “sag and bag”**). If belts are worn, they must be secured within the waistline area to the pants;
- Dog collars, chains, etc. are prohibited.
- The wearing of clothing, hair arrangements or other personal adornments or embellishments to include tattoos which are disruptive or interfere with the regular operations of school is expressly prohibited.
- The presence of any apparel, jewelry, accessory or any manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, which indicates or implies membership or affiliation with a gang or secret society, is prohibited.
- Heelies and wheelies (shoes with wheels) are not allowed.

School administrators will be responsible for enforcing the student dress code. A teacher who recognizes that a student’s garment violates these guidelines will refer the student to an administrator, who will judge the appropriateness of the garment. If the garment violates the dress code policy, the student will not be permitted to attend classes until the inappropriate garment is replaced. A teacher will be allowed to restrict the manner of dress or length of hair when it pertains to the health and/or safety or other requirements of a student in that teacher’s specific area.

### **DRUG TESTING**

Lexington Two implements a mandated random drug screening policy for high school athletes. This policy requires all students participating in high school sports to sign a consent form along with their parent/guardian. The purpose of the consent form is to provide permission for the district to conduct random screenings of student athletes for drugs and alcohol any time during the practice and participation period of their sport. Please advise your child that exposure to and/or use of illicit drugs may result in a positive screening result up to or exceeding 30 days from exposure or use.

Based on our policy, students who have a first positive drug test will: have their parent/guardian notified, be suspended from participation in any sport for a minimum of 14 days, and be referred for treatment. In addition, the student athlete must produce a negative drug sample in order to resume athletic participation after the required suspension.

In the event of a second positive drug test, the student will: have their parent/guardian notified, be suspended from participation in any athletic program in any capacity for a minimum of 90 consecutive days, and be required to complete a drug counseling program. The student athlete must produce a negative sample before being allowed to try out for any other athletic team.

If the student produces a third positive drug test at any time, their parent/guardian will be notified and they will permanently lose the privilege of participation in any athletic program in any capacity.

We have always had eligibility requirements for participation in sports. The intent of this policy is to serve as an extension of those requirements in order to employ education, testing and counseling to deter unauthorized drug use.

### **EMERGENCY PROCEDURES FOR INCLEMENT WEATHER**

We may delay or close school when severe weather creates hazardous road conditions. To find out if school will be delayed or closed, please turn to any of the following radio or television stations and listen for the announcement. In most cases, a decision will be made by 6:00 a.m. The following stations are on our list to be notified of school delays or closing:

Television	WIS	WOLO	WLTX
Radio	B106.7	WMHK	WCEO
	WCOS	WNOK	WVOC

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTICE**

Each year the Family Educational Rights and Privacy Act (FERPA) require that public notice be given by any school regarding the categories of directory information that can be made public about a child. Directory information refers to the type of information that tends to be available generally through various sources and is often reported in athletic programs, scholarship awards, award programs and news releases. Directory information includes: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and schools attended. In compliance with federal requirements, directory information is also provided to military recruiters. If you **DO NOT** want this type of information released, you will need to complete FERPA withholding forms. These forms are available in the school's main office.

In addition to Family Educational Rights, all schools provide a Student Assistance Team (SAT) to address academic, health or behavior concerns as they impact the student's ability to succeed in the school setting. Any administrator, teacher, staff, or parent may refer a student to SAT.

### **GRADING**

A uniform grading policy applies to all South Carolina schools starting in the 2016-2017 school year. The Lexington Two grading scale follows:

Grades 1-2	E = Excellent G = Good S = Satisfactory N = Needs Improvement U = Unsatisfactory
Grades 3-12	A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59

### **HEALTH SERVICES**

**Illness:** Any student who is not feeling well will be sent to the office or first aid room by his teacher. The nurse or secretary will take his temperature or perform any minor first-aid necessary depending upon his symptoms. If a student is too ill or uncomfortable to remain in school, the nurse or secretary will notify his parents or guardian to come for him.

A parent or guardian will be notified in the following instances:

1. Elevated temperature above 100 degrees
2. Head, eye, back or neck injury
3. Vomiting
4. Persistent diarrhea
5. Deep puncture wound
6. Suspected fracture
7. Any situation in which the nurse determines the well-being of the student or other students is threatened.

### **ADMINISTRATION OF MEDICINE:**

If a student must take medication at school, the parent must complete the appropriate forms from the school. If the physician of a student with chronic health problems indicates in writing that a student needs to be allowed to self-medicate at school, the parents of the child must contact the school nurse in order to develop an individual health care plan (IHP).

### **INTERNET USE**

Internet access is available to students and teachers in Lexington County School District Two. The district shall take precautions to restrict access to controversial materials by implementing an Internet Use Agreement to be signed by parents for student use of the Internet outside of teacher-controlled navigation.

### **LIMITED SCHOOL CHOICE**

Limited School Choice attempts to provide parents with the means to enroll their children in a specific school based on an identified need. Choice requests will be granted based on mitigating circumstances and the enrollment capacity of the requested school. When requesting limited school choice, parents must agree to transport the student, ensure punctuality and daily attendance, and be accessible to the school as needed. Applications may be obtained from school offices or the district office and are due by March 25 to the Student Service Office.

### **MAGNET PROGRAMS**

Transportation is provided for students in the attendance zone; however, Magnet students must provide their own transportation.

### **Airport High School**

The Early College Program is the opportunity for students to complete two years of college while in high school. Students can earn a college credential in the form of a certificate or associates degree while also earning their high school diploma. Participating students will attend classes on the Airport campus of Midlands Technical College.

### **Brookland-Cayce High School**

**I-2Tech@BCHS** is a program that offers students a developmental four year sequence of courses introducing the discipline of engineering, with the appropriate scope and rigor prior to entering college. I-2Tech students are interested in a STEM (Science, Technology, Engineering, Math) curriculum with an Engineering focus. Course work is delivered in a comprehensive project-based approach.

**The Quest Program at BCHS** is a rigorous cohort of study for the academically gifted student that desires to earn honors and Advanced Placement credit while attending high school. Students must meet 3 out of 5 academic requirements.

### **B-C Grammar School No. 1**

The Academically Gifted/Talented OASIS Academy (Opportunities for Advanced Students and Independent Studies) is a full day academically accelerated program with one class in each grade level 3rd-5th. Applications for admission are mailed to qualifying students during May.

### **R.E. Davis Early Childhood Center for Technology**

Students are provided with 21<sup>st</sup> century learning opportunities to support creativity, problem-solving, collaboration, and critical thinking. Using a variety of technology tools, students develop higher-order thinking skills and the ability to use technology effectively and efficiently. All students learn through interactive SMART boards and a variety of PC and Apple software applications. Applications may be obtained from school offices and are due by March 25<sup>th</sup> to the Student Services Office.

### **Saluda River Academy for the Arts**

All students at SRAA study the arts: visual art, music, drama and dance. The arts are integrated in the core courses of English, Math, Science and Social Studies. Students also have the opportunity to study with four visiting artists in residence one week each year and they may participate in after school arts classes. Applications may be obtained from school offices and are due by March 25<sup>th</sup> to the Student Services office.

### **Claude A. Taylor Elementary School**

The goals of the **Paidea School** at Taylor are to provide a rigorous education that allows all students to develop skills necessary to think and act critically as responsible citizens. Paidea is from a Greek word meaning the upbringing of a child. Paidea is active learning—engaging students through thought-provoking Socratic seminars, growth of intellectual skills, and mastery of information.

### **Herbert A. Wood Elementary School**

**The Project Lead The Way Launch (PLTW)** is a hands-on, project-based science and math curricula

used by elementary, middle, and high schools. In an effort to promote exposure and diverse thoughts about careers and higher education opportunities, PLTW students have the opportunity to imagine, create and problem solve as they become innovative thinkers. PLTW was implemented at the third grade level in 2014-2015 school year.

### **Busbee Creative Arts Academy (Grades 6-8)**

A fine arts focus provides extensive opportunities for all students to learn through creative instructional approaches and to express themselves creatively through the arts. There are scheduled arts integration classes in the core academic subjects, artist-in-residence programs, after school programs and opportunities for performances. Applications may be obtained from school officers and are due by March 25<sup>th</sup> to the Student Services office.

### **Fulmer Middle School**

**AVID (Advancement Via Individual Determination)** is a college readiness program designed to increase school wide student performance. AVID accelerates student learning, uses research based instructional practices, and combines rigor with support that includes the student's own individual determination and the support of AVID teachers, other AVID students, and university tutors.

### **Pine Ridge Middle School**

**Leadership Education in Arts, Design and STEM\* (LEADS)** provides students the opportunity to explore various science and math strands from an engineering and technology standpoint while infusing art and design. There is also a strong focus on careers in these areas of industry. LEADS was implemented with the first sixth grade class of 24 students in 2014-2015. (\*Science, Technology, Engineering, Math)

### **ACADEMIC GIFTED/TALENTED**

Academic Gifted/Talented students may be found within any racial, ethnic, or socio-economic groups; within any nationality; within both genders; and within populations with disabilities. Identification is a multi-step process, which consists of referral, screening, and assessment of eligibility by a district evaluation and placement team. The state of South Carolina has established three dimensions of giftedness as criteria for placement in the academically gifted program. In order to qualify for placement in gifted/talented programs, a student must meet the eligibility criteria in two out of the following three dimensions:

#### ***A. Dimension – Reasoning Abilities***

Students must score at or above the 93rd national age percentile on a nationally

normed aptitude test. Students may be eligible for placement on the basis of aptitude scores alone if they score at or above the 96<sup>th</sup> national age percentile on the composite score of a nationally normed aptitude test.

**B. Dimension – Achievement**

Students must score at or above the 94<sup>th</sup> national percentile on approved subtests (reading and/or math) on a nationally normed achievement test or score at the **Exemplary** level for the reading portion of English/language arts and/or math on the PASS (Palmetto Assessment of State Standards)

**C. Dimension – Academic Performance/Task Assessment**

For placement in grade 3, a student must achieve a performance standard of 16 (on a 20-point scale) on verbal or non-verbal second grade performance task. For 4<sup>th</sup> grade placement, a student must score 18 on either verbal or non-verbal performance task.

Student placement into the 5<sup>th</sup> grade requires a 16 on verbal performance task or 22 on the non-verbal. For placement into 6<sup>th</sup> grade, a student must achieve an 18 on verbal or 25 on the non-verbal. Beginning in grade 7, a 3.75 grade point average in the core academic areas may be used in lieu of the performance task.

Nominations are not necessary for rising 3<sup>rd</sup> graders since every student is tested and screened at this grade. Parents of rising 4<sup>th</sup> and 5<sup>th</sup> grade students who have demonstrated ability or potential for high performance in academic areas may refer their child for screening by completing a referral form available at their school's main office. Nominations will be accepted through September 1st. Students who move into the district after September 1<sup>st</sup> will be automatically screened.

**ARTISTIC GIFTED/TALENTED**

Auditions for gifted/talented fine arts programs are held in the spring. Artistic classes are held after school and summer. Information about auditions is posted at the school or contact Dr. Marcella Heyward-Evans at 739-4035.

**STUDENT RIGHTS (SEXUAL HARASSMENT)**

Sexual harassment of students by District employees or other students is prohibited. All students and employees must avoid any action or conduct which could be viewed as sexual harassment. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either expressly or implicitly a term or condition of a student's education;
- (2) submission to or rejection of such conduct by an individual is used as the basis for any decisions affecting a student, or
- (3) such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive school environment.

Any student who feels he or she has been subjected to sexual harassment is encouraged to file a complaint in accordance with the administrative regulation, which accompanies policy JBAA. All allegations will be investigated promptly and confidentially. Retaliation or reprisal in any form against a student who has filed a complaint of sexual harassment is prohibited. Any sexual harassment will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student, and all other appropriate steps will be taken to correct or rectify the situation.

**TRANSFER OF STUDENT RECORDS**

We hereby notify parents that when a student transfers from a school in the district to a school outside the district, the school will send a copy of a transcript of the student's records. Upon receipt of the request, special education records will be released from the District Education Center to the receiving school district without parental consent.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT AND POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY**

Lexington County School District Two does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability or handicap in employment or the provision of services. The Chief Human Resources Officer has been designated to coordinate compliance with the non-discrimination

requirements contained in federal regulations under Section 504 of the Rehabilitation Act and the American with Disabilities Act. Information concerning the provisions of the Rehabilitation Act and the Americans with Disabilities Act and the rights provided therein are available from:

Civil Rights Coordinator/Chief Human Resources Officer  
Lexington County School District Two  
715 Ninth Street  
West Columbia, S.C. 29169  
803-739-4054

### **LUNCH PROGRAM**

A hot breakfast and lunch is served each day. Breakfast is \$1.40 per day and lunch is \$2.55 per day for elementary and \$2.80 for middle and high. Each student will have an account and meals may be purchased in advance. Students bringing bag lunches may purchase half-pint milk in the cafeteria. (Any beverage brought from home should be in an unbreakable container.) Balance notices for outstanding debt are sent home weekly.

The government offers financial assistance in the form of free or reduced meals to those who qualify. An application is sent home with each student.

As the cafeteria manager needs to know the number of persons to prepare food for, your child should let his/her teacher know if he will not be eating the school lunch. Also, parents are invited to occasionally eat lunch with their child. The cafeteria manager needs to be notified by 9 a.m. that day.

### **MEAL SERVICE PROCEDURES**

#### **MEAL PRICES**

Elementary Breakfast - \$1.40 per meal  
Elementary Lunch - \$2.55 per meal

Middle and High School Breakfast - \$1.40 per meal  
Middle and High School Lunch - \$2.80 per meal

Your student(s) may qualify for Free or Reduced Price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch.

### **FREE AND REDUCED PRICE ELIGIBILITY**

Free and Reduced meal applications are available throughout the year in all schools for families who qualify because of financial needs. After the application has been approved, your student may participate in both the Breakfast and Lunch meal programs in their respective categories. To be considered for Free and Reduced price meals,

**a new application must be submitted at the beginning of each school year.** Parents will be responsible for any debt incurred during the application process.

### **FREE-REDUCED ON-LINE APPLICATIONS**

You may apply for the Free and Reduced Meals online by visiting [www.paypams.com/onlineapp](http://www.paypams.com/onlineapp), select South Carolina and then Lexington School District Two or go to [www.lex2.org](http://www.lex2.org), under Parent & Community tab, Food Service/Meal Assistance, Online Application. Please have your Student ID number available.

### **MEAL PAYMENT OPTIONS**

1) Payments are accepted any time in the school cafeteria. Checks should be made payable to the school your child attends. Please include the child(ren's) names on the check.

2) Payments can also be made on-line through PayPams, Parent Account Management System, by visiting [www.paypams.com](http://www.paypams.com).

### **PAYPAMS – ONLINE PARENT ACCOUNT MANAGEMENT SYSTEM**

PayPams is a free tool that allows you to view your child(ren)'s meal account balance, schedule automatic payments based on account balance, receive low balance email reminders and view a report of daily spending and cafeteria purchases. **If you choose to make a payment online, there will be a charge of \$1.95 per student payment.** Please allow 1-2 school days for your payment to update the account balance at the school.

### **CHARGE PROCEDURES**

While provisions are made for all students to participate in the District's student food service and nutrition program through full payment, reduced payment and free meals, from time to time alternatives must be used to ensure that ALL students have an opportunity to participate in the food service program every day. **Schools are not required to serve students who are eligible to receive reduced price or full price meals when they do not have money to pay.**

We understand that on occasion a student may forget to bring payment. Therefore we will make provisions for these occasions consistent with the procedures below.

### **ELEMENTARY AND MIDDLE SCHOOL**

Balance notifications will be sent home weekly, with interims and report cards. When your child's account balance reaches a **negative balance of \$15.00** parents will be contacted through a letter or phone message notifying the parent that when the child's meal account reaches a **negative balance of \$25.00**, an alternate meal will be provided to the student. The alternate meal will consist of a sandwich, fruit or vegetable and milk. Full paying student accounts will be charged \$2.55 in elementary school and \$2.80 in middle school and reduced student accounts will be charged \$.40 for the receipt of the alternate meal. Students who have been placed on the alternate meal plan will not be allowed to purchase additional items or snacks in the cafeteria until **their debt is settled**. If a student's charges are excessive, the South Carolina Department of Social Service may be contacted in relation to potential student neglect.

Please note that all charges accumulated are carried to the next school year as long as the student is enrolled in Lexington County School District Two. **If your child currently has a negative balance of \$25.00 or more they will be served an alternate meal.**

### **HIGH SCHOOL**

No Charge policy.

When your child's account balance reaches a **negative balance of \$5.00** parents will be contacted through phone message notifying the parent that when the child's meal account reaches a **negative balance of \$10.00**, meal service will be denied.

### **Restriction of Activities**

Students with excessive outstanding café charges may be restricted from participation in activities as determined by school and district level administration, including but not limited to: athletics, field day, field trips, school functions such as dances and proms, fundraisers, graduation activities, limited school choice, after school day care, after school enrichment activities, District dance and tumble programs. These restrictions will be applied until their balance is paid or a monthly payment plan is in place.

Please note that all charges accumulated are carried to the next school year as long as the student is enrolled in Lexington County School District Two. **If your high school child currently has a negative balance of \$10.00 or more they will not be served a meal, unless they pay cash.**

### **Payment Plans**

Payment plans can be established through the Café Manager. Once a plan is established, payments will be due on the 5<sup>th</sup> day of every month. It is strongly recommended that monthly payments equal 10% of the outstanding debt. Payment plans will not be established with less than a \$15 down payment. Failure to adhere to the monthly payment plan established will result in restriction of activities as noted above.

### **Refund Request**

In the event a student withdraws or graduates and has a positive meal balance, a request for a refund can be made through the school cafe or district office. Student meal balances are available 24/7 through [www.paypams.com](http://www.paypams.com) or by contacting the school cafe or district office at 803-739-8381.